



## Information Sheet: Application for Renewal of a Firearms Licence for an Individual

Ce formulaire est disponible en français.

### Before you Start...

Please note that **individuals who currently possess firearms or intend to purchase firearms and/or ammunition must have a valid firearms licence. You must apply to renew your licence.**

**Use this form** to renew your firearms licence.

**Do not use this form** to apply for a first-time licence. You will need to submit a new application. You can request the form "Application for a Possession and Acquisition Licence under the *Firearms Act* (for Individuals Aged 18 and Over)" (RCMP GRC 5592) by calling the 1 800 731-4000 or by downloading it from [our Web site](#).

Need a faster or more convenient way of sending your licence renewal application? You can now submit your licence renewal online by accessing the link "Web Services for Individuals" on the main page of [our Web site](#).

#### Please Note

- **You must complete all sections of the form. An incomplete form will cause delays in processing your application.**
- A firearms licence is valid for five (5) years.
- You do not need to renew your licence if you have lawfully disposed of all firearms in your possession, are not required to handle firearms for employment purposes and do not intend to obtain, transport, store or borrow firearms or obtain ammunition.

**If you need additional space**, list all information requested on a separate sheet of paper, add your name and licence number to the top of each sheet and attach the sheet to your application.

**If you need help completing this application form** or require another form, call 1 800 731-4000. Additional information and some application forms are also available on [our Web site](#).

The following information explains certain parts of the form and will help you answer some of the questions. You should read the instructions as you fill in your form. If you are still unsure about a question, call 1 800 731-4000 for assistance.

Mail your completed application form and all attachments to:

**Royal Canadian Mounted Police**  
**P.O. Box 1200**  
**Miramichi NB E1N 5Z3**

### A - Licence Information

#### Boxes 1 to 3

Confirm your licence information, see the class of firearm information indicated on the back of your current licence card. If you want to change the class of firearm you may possess and/or acquire, you must apply for a new licence using the form "Application for a Possession and Acquisition Licence Under the *Firearms Act* (for Individuals Aged 18 and Over)" (RCMP GRC 5592).

### B - Personal Information

#### Boxes 4 a), b) and c)

Please do not use initials or nicknames. Your last, first and middle name must be written in full. Junior (Jr.) or Senior (Sr.) can only be used if they form part of your legal name. If Junior (Jr.) or Senior (Sr.) form part of your legal name, please provide a photocopy of an official piece of documentation issued by a municipal, provincial or federal government that bears your full name.

If you have legally changed your name, please provide a photocopy of the supporting documentation. For example if you have changed your name by marriage, please attach a photocopy of your marriage certificate to your application form.

#### Box 4 e) Street and land location

If you live in a rural area and do not have an address with a street number and name, provide your rural address (for example: lot and concession number). If you live on a reserve, provide the reserve number, or if you live in an Inuit community, provide your house number, box number or lot number. If your legal land location is unavailable, please provide a general description of your home location, e.g. 2km east of route 6.

### C - Personal History

All questions in Section C - Personal History must be answered by all applicants.

#### Non-Residents of Canada

If you are a non-resident of Canada you must obtain a letter of good conduct issued by your local or state police.

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## Letter of Good Conduct Required for Non-residents of Canada Only

A letter of good conduct must be written in the English or French language on the police department's official letter head paper. Please attach the letter to your application form.

## E and F - Information About Current and Former Conjugal Partners

Conjugal partner includes spouses and common law partners and all other persons with whom you live or have lived in a similar relationship within the last 2 years.

A spouse is a person to whom you are legally married. A common-law partner is a person who is living with you in a conjugal relationship, having so lived for a period of at least one year.

## Boxes 8 and 9

The signatures of your current and former conjugal partners is not legally required. However, if their signatures are not provided, the Chief Firearms Officer has a duty to notify them of your application to renew your firearms licence.

## G - Fees

The fee payable for the renewal of a Possession and Acquisition Licence depends on the class of firearms you currently hold and that you have indicated in Section A - Licence Information.

If you have indicated in **Box 3 a) and b):**

- **restricted** or **prohibited** firearms, **the fee is \$80**
- **non-restricted** firearms, **the fee is \$60**

Indicate the method of payment. Do not send cash. Make cheque or money order payable to Receiver General for Canada. If you are a non-resident of Canada, please make your fee payable in Canadian dollars. **The fee is non-refundable.**

Please note: If paying by personal cheque, allow a minimum of ten (10) business days for bank clearance. Administrative fees and any applicable interest will be applied to all dishonoured payments.

## Sustenance Hunter

You may not be required to pay the fee for a licence for non-restricted firearms if you need the firearms to hunt or trap in order to sustain yourself or your family. Only the Chief Firearms Officer (CFO) of your province or territory can make this determination. Contact the CFO for further information. This fee waiver does not apply to restricted or prohibited firearms.

By checking the box for the fee waiver on the application, you may be contacted by the CFO. The processing of your application will be delayed.

## Checklist

Before mailing your application, have you...

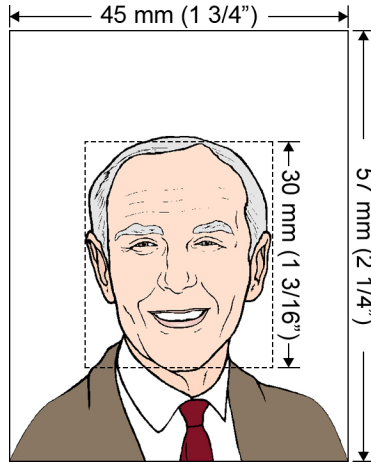
- answered all questions?
- attached your photo?
- enclosed the applicable fee?
- attached a separate sheet of paper with additional information with your name and licence number if necessary?
- signed and dated the declaration?

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## Photo Instructions

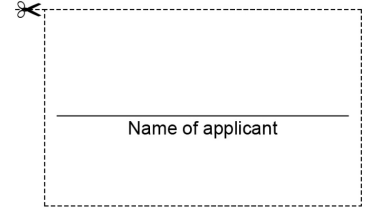
**You are not required to submit a passport type photograph or a photograph that has been taken by a professional photographer. However your photograph must meet the following criteria:**

- Show a full front view of your head and shoulders.
- Use a plain, contrasting background without shadows.
- Do not wear a hat or sunglasses. Your eyes should be clearly visible and should not appear to be red.
- The photo should have been taken within the last twelve (12) months.
- Size: the photo should be no larger than 45 mm x 57 mm (1 3/4 in. x 2 1/4 in.). Your head in the photograph must be at least 30 mm (1 3/16 in.) high.
- The photo must be original, not taken from an existing photo.
- Digitally produced photos are acceptable provided all other requirements are met.
- **Cut the photograph to fit the size requirements before sending it to us.**



## Label Instructions

- Print your name on the label.
- Cut and affix the label to the back of your photograph.
- Enclose the photograph with your application.





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For Administrative Use

**Attention:**  
Read the Information Sheet for explanations. Use a check mark to indicate your answers (where required). Print clearly in blue or black ink.

**A - Licence Information**

1. Firearms Licence Number	2. Licence Expiry Date (yyyy-mm-dd)
Class of firearm on current licence (indicated on the back of your current licence card)	
3. a) Possession	3. b) Acquisition

**B - Personal Information**

Do not use initials or nicknames.

4. a) Last Name			
4. b) First Name	4. c) Middle Name	4. d) Date of Birth (yyyy-mm-dd)	
4. e) Street / Land Location			4. f) Apt./Unit
4. g) City	4. h) Province/Territory	4. i) Country	4. j) Postal Code
4. k) Daytime Telephone No.	Extension	4. l) Evening Telephone No.	Extension
4. m) E-mail Address (if applicable)			

**Mailing Address**

Check this box if your mailing address is the same as your home address.

5. a) Street / Rural Route / PO Box Number			5. b) Apt./Unit
5. c) City	5. d) Province/Territory	5. e) Country	5. f) Postal Code

**C - Personal History**

If you answer **yes** to any of the questions in this section, you **must** provide details on a separate page. Add your name and licence number at the top of each page you attach. If details are not provided, your application cannot be processed.  
A **yes** answer **does not mean** your application will be refused but it may lead to further examination.

6. a) During the past five (5) years, have you been subject to a peace bond, protection order or an order under section 810 of the <i>Criminal Code</i> ?	<input type="radio"/> Yes <input type="radio"/> No
6. b) Is any member of your household prohibited from possessing any firearm?	<input type="radio"/> Yes <input type="radio"/> No
6. c) During the past five (5) years, have you threatened or attempted suicide, or have you suffered from or been diagnosed or treated by a medical practitioner for: depression; alcohol, drug or substance abuse; behavioural problems; or emotional problems?	<input type="radio"/> Yes <input type="radio"/> No
6. d) During the past two (2) years, have you experienced a divorce, a separation, a breakdown of a significant relationship, job loss or bankruptcy?	<input type="radio"/> Yes <input type="radio"/> No

**D - Conjugal Status**

You must answer both questions 7. a) and b) or your licence application will be delayed

7. a) Do you currently have a spouse, common-law or other conjugal partner?	<input type="radio"/> No <input type="radio"/> Yes. If selected, you <b>must</b> complete section E.
7. b) Within the last two (2) years have you lived in a conjugal relationship other than with the person you may have referred to in question 7. a)?	<input type="radio"/> No <input type="radio"/> Yes. If selected, you <b>must</b> complete section F.



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Protected B  
once completed

For Administrative Use

## H - Applicant Declaration

It is an offence under section 106 of the *Firearms Act* to knowingly make a false or misleading statement, either orally or in writing, or to knowingly fail to disclose relevant information, for the purpose of obtaining a licence.

I declare that the information provided on this form and on any attachments is true and correct to the best of my knowledge and that the photograph enclosed is of me.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date (yyyy-mm-dd)

Information contained in this application is obtained under the authority of the *Firearms Act*. The information will be used to determine eligibility and to administer and enforce the firearms legislation. In addition to the provisions outlined in the *Firearms Act*, individual rights regarding personal information are governed by the applicable federal, provincial or territorial legislation relating to access to information and privacy.